

**ELIGIBLE FIRMS HAVE BEEN SENT THIS SOLICITATION LETTER.**  
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**CSO Solicitation No. 2200**

**Task Order Railroad Engineering and Construction Inspection Services**

**Prequalification Categories (must have all)**

**Rail Design;**

**Bridge and Structural Design;**

**Construction Engineering and Inspection (Rail); &**

**Construction Engineering and Inspection (Road, Bridge & Aviation)**

The Connecticut Department of Transportation (Department) is seeking to engage one (1) consulting engineering firm to provide “Task Order Services” of which design for replacement of railroad bridges, culverts, retaining walls, station facilities and buildings will be the major effort. The assignments will be formalized from inspections of the bridges performed by others. In general, the scope of services that will be required of the selected firm will include: Preparation of plans, cost estimates, and specifications for railroad track, signals, communications and traction power as necessary; preparation of drawings, technical correspondence and reports or review of those prepared by others; field inspection and design of the railroad station facilities and buildings; and preparation of hydrology studies, hydraulic analysis, scour screening and design reports for railroad bridges and culverts over waterways and construction inspection of work performed by railroad forces or others. The firm may also be involved in performing value engineering for selected projects.

The contract will be limited to three years, plus one additional year to complete previously assigned tasks. No new tasks will be negotiated after three years from the start of the contract. Up to 25 assignments are anticipated.

Please be advised that the selected firm will not be eligible to provide services, either as a prime consultant or sub-consultant on any phase, of any project, which is managed under this assignment. This shall also include any break-out project that occur from the projects managed under this assignment.

Successful applicants for this request will be required to provide contract plans, specifications, supplemental documents, and other design data in Bentley System, MicroStation (InRoads) format, as specified in the Department’s Digital Project Development (DPD) Manual.

The selected firm will be required to maintain a Connecticut office for the duration of assignment, with the Project Manager available on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment.

If your firm would like to be considered for this assignment, your submittal should consist of a letter of interest limited to one (1) page, a Department Form CSO 255 and a maximum of five (5) resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as assurance that he/she will be available for work when required. (The CSO 255 form can be found online at

[www.ct.gov/dot/consultant](http://www.ct.gov/dot/consultant) .) Four copies of the submittal are required and they must be postmarked by, or, if hand delivered, received by 3:00 p.m. on August 22, 2013.

Included in the submittal must be the following: A brief narrative summarizing your current Rail and Bridge design workload; A brief description of your proposed staff and their qualifications, discipline experience, current workload, and availability; Project experience which demonstrates your expertise in (1) Field inspection and design for repairs of railroad bridges, culverts, culverts, retaining walls, station facilities and buildings owned by the state; (2) Design for replacement of railroad bridges, culverts, retaining walls, facilities and buildings owned by the State; (3) Preparing program priorities for repairs or replacement of railroad bridges and culverts; (4) Hydrology studies, hydraulic analyses, scour screening, and preparation of design reports for railroad bridges and culverts over waterways; (5) Construction inspection of work performed by railroad forces or contractor; (6) Design of railroad track, signalization and traction power; and (7) Familiarity with ConnDOT policies, procedures, standards, and AREMA (American Railroad Engineering Maintenance-of-Way Association) requirements.

You are advised that a small business (SBE) set-aside requirement and a disadvantaged business enterprise (DBE) goal apply to this project, depending on the funding source per task. The SBE set-aside requirement will be no less than 15 percent set for State funded tasks. Any tasks which are federally funded have been assigned a 15 percent DBE goal. Within the letter of interest submittal, you must include the designated certified Small Business Enterprise (SBE) and Disadvantaged Business Enterprise (DBE) sub consultant(s) which you plan to use. The SBE/DBE subconsultants must be currently certified by the Department of Administrative Services. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Subconsultants may be used to comply with SBE/DBE requirements or perform specialized work. Joint venturing assignments will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information and histories.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 11-29-11) and Form 5 (Consulting Agreement Affidavit, Rev. 10-01-11), prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not complete the certification (Form 1) required under subsection (e) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (c) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network ("BizNet") website.

Further information can be found at <http://das.ct.gov/cr1.aspx?page=371>, to subscribe to Biznet and obtain directions to upload the forms following the “Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)”.

For all State contracts as defined in CGS § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State’s solicitation expressly acknowledges receipt of the State Elections Enforcement Commission’s Notice titled “Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations” (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission’s Notice is attached hereto and hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit, affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of negotiations.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

Please be advised that firms must continue to be prequalified in the specified categories for the year a shortlist is finalized and/or a selection is made.

All submittals shall be addressed to:

Mr. David Mancini, P.E.  
Consultant Selection Office  
Connecticut Department of Transportation  
2800 Berlin Turnpike  
Newington, CT 06111

Hand-delivered submittals must be brought to the front desk of the aforementioned address, no later than 3:00 p.m. on August 22, 2013.

All inquiries regarding this request for Letters of Interest shall be directed to Mr. David Mancini of the Consultant Selection Office at (860) 594-3017.